Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: GCC Board Reporting Requirement - July 2019

1 message

Speaker's Office <speaker@guamlegislature.org>
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

Wed, Jul 24, 2019 at 9:42 AM

07-23-19	5:24 PM	07-09-19	Board of Trustees Meeting held on July 9, 2019.*	Guam Community College	35GL-19-0781

Sinseru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-0781
Speaker Tina Rose Muña Barnes

JUL 2 3 2019
Time 5:24 ( )AM ( )PM
Received By: Matt

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Gumai pribilehu yan konfedensia este siha na mensâhi. Solo espesiâtmente para hâgu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespâtcha. Yanggen lachi rinisibu-mu nu este na mensâhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensâhi. Si Yu'os ma'âse'.

---------- Forwarded message ---------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Tue, Jul 23, 2019 at 5:24 PM
Subject: GCC Board Reporting Requirement - July 2019
To: <speaker@guamlegislature.org>

To: ***The Honorable Tina Muña Barnes***

Speaker, 35th Guam Legislature

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for July 2019.

Please acknowledge receipt.

Bertha Guerrero, Administrative Secretary

Board of Trustees & Foundation Board of Governors

Guam Community College

Office: 671-735-5638 * Fax: 671-734-1003

P.O. Box 23069 GMF; Barrigada, Guam 96921

Email: bertha.guerrero@guamcc.edu

Guam Community College Mission Statement

Guam Community College is a leader in career and technical workforce development,

providing the highest quality, student-centered education and job training for Micronesia.

Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikât

na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo'

ni i manmafananâgui yan i fina'na'guen cho'cho' para Maikronesiha.

0781

2019 JUL 24 AM 9:59

GUAMCOMMUNITYCOLLEGE

E-mail administered by Guam Community College

2 attachments

7.9.19.letter to Speaker re July Board Reporting Requirement.pdf
31K

GUAMCOMMUNITYCOLLEGE

OFFICE OF THE PRESIDENT
Mary A.Y. Okada, Ed.D.

July 9, 2019

The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – July 9, 2019

Dear Speaker Muña Barnes:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to 5 GCA, Chapter 8, §8113.1 regarding the Guam Community College Board of Trustees meeting of July 9, 2019.

If there are any questions, please contact me at 735-5638.

Senseramente,

Mary A.Y. Okada, Ed.D.
President

Attachment

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Tuesday, July 9, 2019, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of May 7, 2019

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report*:
   - Financial Status of the College
   - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
   - Student Trustee
   - Faculty Advisory Member
   - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
   - Building 100
   - Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. **NEW BUSINESS**

1. President's Travel Request (July 2019)

VIII. **EXECUTIVE SESSION**

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

IX. **ADJOURNMENT**

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 7, 2019

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on May 7, 2019, was called to order at 12:00 p.m., by the Chairperson Frank P. Arriola in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member. The Board Chairperson, Frank Arriola, swore in the newly elected GCC Board of Trustees Student Member, Ms. Rozene Pecson.

2. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Rozene Pecson, Student Trustee; Mr. Carlo Leon Guerrero; Ms. Deborah C. Belanger (arrived 12:10 p.m.). **Other members**: Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Gina Ramos, Secretary.
Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President for Academic Affairs Division; Kenneth Bautista, Support Staff Advisory Member; Ms. Doris Perez, Assistant Director, Planning and Development; Mr. Francisco Palacios, Acting Assistant Director, Communications & Promotions; Ms. Apolline San Nicolas, Chief Human Resources Officer; Ms. Joann Muna, Assistant Director, Special Projects; Mr. Carl Torres representing Mr. Frederick Tupaz, Faculty Advisory Member; Attorney Rebecca Wrightson; Gerald A. Cruz, CSI, ; COPSA/Students: Aaron Dela Rosa, Angelysa Ulloa, Kenly Magwili, Jhem Ann Lagman, Benjamin Hernandez, Jeremiah Sigrah, Rayann Fernandez.

3. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – April 11, 2019

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 11, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

1. President's Report: President Okada reported on the following:
Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2019: As of year to date, the College received $7.9 million from the General Fund for the current fiscal year. Breakdown is $7 million from the General Fund; $331,000 for the LPN/Vocational Guidance; $81,000 for the General Fund Apprenticeship program; $330,000 for MDF; and $24,000 for TAF; $150,000 from the First Generation Trust Initiative. Based on the allotment schedule, the College received 64% of its allotments. The allotments are being received on a weekly basis and continues to monitor its expenditures associated with those funds.

Capital Improvement Projects and other activities: President Okada reported the following:
The replacement water chiller unit for the LRC has already cleared the Port Authority and will be delivered to GCC on May 10, 2019.
The barrel vault canopy project is currently under construction and the design has been selected. Total cost for this project is $296,000. There has been a change order to remove the door (eye) brows from the Allied Health Center and also for a smooth transition between the buildings. This is 11% complete.
The A/C replacement for Building 2000 was installed last week and air flow is being monitored.

Other activities:

- Recruitment for the Ship Repair Transportation Boot Camp has started. There were special presentations with the Mayors' Council and students from the JP Torres Success Academy. Interviews for the Boot Camp are being scheduled next week.
- Another anticipated Boot Camp is a "C" License for truck driving and are currently working on getting equipment up to date and will work on a grant application to support funding for this.
- A Construction Boot Camp similar to last year is being coordinated for 25 slots and GCC is coordinating with employers who have already identified potential participants.
- A lot of activities were being coordinated with Earth Month. GCC participated in the UOG Island Sustainability Conference; a No plastic challenge; a Sustainable Movie Day coordinated by the Center for Student Involvement (CSI); a March For Mother Earth and an island wide nature march at the Paseo; and a Clean Our House Day, which GCC also participated in.
- The President presented during the Bank of Guam's Economic Forum, which was an opportunity for GCC to present all its sustainable projects regarding its buildings and different sustainability projects. Topics presented were renewable energy with photovoltaic, higher SEER ratings GCC requires for air conditioners, the water refilling stations, water catchment and other sustainability initiatives.
- The President, Dr. Somera and Ms. Marlena Montague recently attended the ACCJC Conference in San Francisco. ACCJC highlighted GCC's clean accreditation. Dr. Ray and the President had different but similar presentations, which was basically what the College did and how did the College imbed the "culture of continuous quality

improvement" in the College's processes. GCC received a lot of accolades and want guidance and mentorship on how to do certain things, GCC's best practices. The conference also provided opportunities information as to what is coming ahead such as the Higher Education Reauthorization Act; the College Promise relating to "free" College and Pell Grants; how faculty have taken steps to identify as a cost saving measure the Open Educational Resources (OER), in lieu of textbooks and the type of OER students can utilize.

- The former GCC Assistant Director for Communications and Promotions submitted a contest application to the National Council for Marketing Public Relations (NCMPR) in the print ad category done by Ms. Angela Cabrera, a graphic artist at GCC, who was also a Visual Communications student. A press release by Mr. Francisco "Kiko" Palacios will be issued that GCC received a Gold Award from NCMPR, which showcases the talent, creativity, and technical skills displayed through this submission.
- The College will be busy coordinating the boot camps and preparing for the May 10, 2019 GCC graduation, including completing a pre-application loan packet to USDA to fund another building project.

Data Extract #10. The Board was presented with data regarding the College, which will be the last extract for this academic year. The President explained that this data deals with the results of the CTE Summit held during March 2019.

Based on the survey submitted, the following are results from attendees: asked whether they received all or most of the information prior to the event, 83% responded positively; as for the organization of the Summit, result was 90% agreed extremely organized; for extremely or very friendly GCC employees who helped facilitate the Summit the result was a positive respond of 98%; 83% agreed as to the right duration of the Summit, which was a half day Friday, March 1, 2019 and a full day on Saturday, March 2, 2019; Overall comment was 59% agreed it was excellent and 32% agreed this was a very good CTE Summit; 78% was very likely to recommend the next CTE Summit to colleagues and 17% was likely to recommend.

Some comments were provided as part of the data such as the event was culturally relevant; commending GCC Culinary for preparing the food; provide information from private companies with an exhibition; and panel sessions.

The President commented these were good results for a first CTE Summit and anticipate coordinating another although not annually but will invite those within the region.

A total of 161 respondents in this survey and the survey results is part of the information provided in support of the federal funding through the State Leadership for CTE.

2. Monthly Activities Report.

Student Trustee: Trustee Rozene Pecson reported the following:

May 9, 2019: Luncheon for the GCC Graduates sponsored by COPSA; and graduation rehearsal at UOG Calvo Field House, at 1:00 p.m.-4:00 p.m.

May 10, 2019: GCC Commencement Exercise at UOG Calvo Field House at 4:00 p.m.

Registration has started for the 2019 Summer and Fall semesters. Summer 2019 registration begins

May 31-July 12, 2019.

Faculty Advisory Member: Mr. Carl Torres represented Mr. Fred Tupaz and reported the following:
Faculty completed Spring semester and May 6, 2019, was the last day for the Monday/Wednesday classes.
Thanked everyone involved for a successful semester and successful year.
Also thanked the President and Management Team for attending the April 26, 2019 Faculty Senate meeting.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff are preparing for the May 10, 2019 graduation and for the summer semester.
Have launched a new GCC website but there is still some work in progress with migration into the Cloud beginning June 2019, with a new GCC mobile app to be launched towards the end of FY2019.

Board of Trustees Community Outreach Report.
April 12, 2019: Trustees Belanger, Hara, Ramos and Leon Guerrero attended Trustee Belanger's confirmation hearing at the Guam Legislature in Hagatna.
April 27, 2019: Business Woman of the Year Gala attended by Trustee Belanger.
Apr. 30, 2019: GCC Farmer's Market and Spring Flower Sale attended by Trustee Belanger.
May 2, 2019: Trustee Belanger's swearing-in ceremony at Governor's Complex, Adelup.

At this time Trustee Belanger was thanked by Chairman Arriola for her continued support in accepting her appointment as a member of the GCC Board of Trustees.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. This project is 99.15% complete as of April 30, 2019. There was a walk-through the building with GCC, the contractor and TRMA on April 18, 2019 and final punch list will be provided to GCC soon. Pending on this project is the last change order to reroute an 8" main water line and providing the housing for the fire system. When notice of occupancy is received, transition into the building will be scheduled, which is anticipated during the summer. Faculty who are occupying the building have been notified to prepare for this. Furniture has been received and are currently in storage.

Forensic Lab. The checklist from the AG's office has been received and GCC is preparing it for legal review. The new contractor has until May 10, 2019 to submit all final documents and will then issue a notice to proceed. Will also have to submit the bid specs and tabulations to USDA before issuance of this award.

Building 300. As of April 30, 2019, this project is 48.50% complete. The timeline for this project is this was awarded in January 2019; a time extension for the building permit was issued due to delay in the building permit; another time extension was issued for the disposal of the construction debris of lead-based paint; and the next change order is to hire a person to observe the method of how the debris is being disposed.

Wellness Center. The President met with Mr. Joe Diego from USDA and the College is preparing a pre-application USDA loan packet to provide funding towards the end of the project. The College is still waiting on government estimates from TRMA to issue a bid.

Building B. TRMA should be submitting a final design for this project by the end of May 2019.

VII. NEW BUSINESS.

1. Assistant Director for Communications and Promotions Job Description (update). The Board was presented with an updated position description for the Assistant Director for Communications and Promotions, which has been recently vacant. Part of the update will include web design and the incorporation of the staff in the Development and Alumni Relations Office as well as review of grant applications. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVE THE JOB DESCRIPTION UPDATE FOR THE ASSISTANT DIRECTOR FOR COMMUNICATIONS AND PROMOTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5ayes, 0 nays)

2. President's Travel Request (May-June 2019, updated). The President informed the Board of the following travel request:

Good Jobs for All Americans Solutions Summit, May 20-23, 2019, Whitefish, Montana, 100% funded by the National Governors Association. This request was previously approved electronically by the Board.
APIA Scholars Summit, June 19-20, 2019, Washington, D.C., 100% Sponsor Paid. The President will also take the opportunity during this trip to meet with government officials in D.C. such as the USDA. Some board members have considered attending this Summit to include meeting with U.S. government officials.

The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MAY-JUNE 2019, TO INCLUDE BOARD TRAVEL TO THE APIA SCHOLARS SUMMIT IN WASHINGTON D.C., JUNE 19-20, 2019. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At 12:30 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

1. **Personnel Matters**
2. **Labor Management Relations**
3. **Legal Matters**

At 1:05 p.m., the meeting reconvened to open session.

At this time, a motion was made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, it was proposed by the Board that the Faculty and Administrator pay scale evaluations be updated, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PAY SCALE EVALUATIONS FOR FACULTY AND ADMINISTRATORS BE UPDATED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER THAT THE MEETING OF MAY 7, 2019, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of May 7, 2019, adjourned at 1:05 p.m.

SUBMITTED BY:

JUL 09 2019

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

JUL 09 2019

GINA Y. RAMOS
Secretary

APPROVED BY:

JUL 09 2019

FRANK P. ARRIOLA
Chairperson

PRESIDENT'S TRAVEL SCHEDULE
July 2019

Conference Title/Sponsor	Date	Location
NACIQI **(100% ACCJC Paid)**	**July 30-31, 2019**	**Washington, DC**